



United States Fish & Wildlife Service

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06/09/2003

Memorandum

From AD-Budg, Planning & Hum Res

Subject **A Managers Guide to Preventing Sexual Harassment**
A Distance Learning Broadcast and Webcast

The National Conservation Training Center (NCTC) is sponsoring a distance learning broadcast and webcast on A Managers Guide to Preventing Sexual Harassment. Lynda Ford, an expert on workplace issues, will guide participants through the sexual harassment subject area, and provide concrete guidance and strategies for maintaining a workplace that is free from sexual harassment. Course details and instructor handouts (29 page .pdf file) will be found at:
http://www.fedlearn.com/calendar/more_info/lyndaford.htm.

Supervisors and Managers: This program will fulfill 2-hours of the mandatory 4-hour annual training requirement for EEO.

Broadcast and Re-broadcast: Employees in the Washington Office will have two opportunities to view the broadcast. A live distance learning broadcast will take place on Thursday, June 19, 2003, 1:00-3:00 p.m. (EDT) and will be shown in Room 7000 A, Main Interior Building. The live broadcast will be taped and shown on Wednesday, June 25, 2003, 1:00-3:00 p.m., in Arlington Square Room 200 A&B.

Webcast: Those who want to watch the original live briefing over the web on Thursday, June 19, 2003, must register with NCTC to receive an ID and password for the live broadcast. Course number is LED 5B02. To register go to:

<https://otis.fws.gov/start1.cfm?CFID=558&CFTOKEN=89417620>

The webcast will be available for viewing for up to 30-days after the original June 19 broadcast. To test reception for the webcast go to the website <http://www.fedlearn.com/streaming/default.asp> and use the ID and password to view current programming. Viewers are strongly encouraged to test their connection prior to the actual webcast so that any possible problems can be resolved prior to the broadcast.

name: (your name)

username: fws

password: door1

For those who attend the re-broadcast, but may want to ask a question, we suggest you fax your question in prior to the June 19 live broadcast (fax: 757-683-3176).

For more information and details, please contact: Carolyn McGuire, 703-358-2567.

Our mission is working with others to conserve , protect, and enhance, fish, wildlife, and plants and their habitats for the continuing benefit to the American people.